Obtaining an Electromeet Provider Licence

If you want to provide your own sessions to other people using Electromeet, you will need a Provider Licence. You can complete an application for a Free Trial Licence which will last for 30 days, or you can purchase a Provider Licence, which will last for 12 months (or longer depending upon current website offers). Information about each licence type can be found on the website.

Currently you can purchase an Electromeet licence to provide sessions for 20 users. Licences for large groups are also available.

To obtain an Electromeet licence

1. Click on the required licence (trial or purchase) from the links on the Electromeet website (http://electromeet.com/pages/purchaselicense.aspx).
2. In the form that displays, complete all the fields to create a Provider Profile:

   > **Company or Trading Name**
   > > Trading name of your company.
   >
   > **Provider ID**
   > > Name of your business as it will appear to participants for the sessions that you provide.
   >
   > **Postal (billing) Address**
   > > Postal address, where you may be sent any important communication from Electromeet.
   >
   > **Contact Phone No with Country Code**
   > > Contact phone number (including the country code)
   >
   > **Contact Email**
   > > Registered contact email address where you can receive all important Electromeet communication such as confirmation emails, and Access Keys.
   >
   > **Preferred Provider (Log In) Name (up to 32 characters)**
   > > Preferred Log In name for your Provider profile. You will login with this provider name to manage the sessions you host after you purchase the license. If your proposed name already exists you will be prompted to enter an alternative.
   >
   > **Preferred Master Password**
   > > Secure password to login to *Provider Log In* on the website. You must remember this and your Provider ID in order to log in successfully.

3. To verify if the **Preferred Provider (Log IN) Name** already exists, click **Check Availability**. If the provider name is not available, enter an alternate provider name and check if this name is available.
4. Review our Software Licence and Privacy policy. If you agree, go to the next step.
5. Click **Submit** to link to our secure payment system (**not applicable for trial licence**).
6. At the payment details page (**not applicable for trial licence**), enter your credit card information for purchasing the Electromeet license. The required credit card information includes the credit card number, the 3 digit CSV number, and the expiry date of the credit card. If you are concerned about the security of your payment information, you may enter "xxx" where numbers are required then select the option for us to contact you for payment details.

   You will be contacted by a member of the Electromeet team to finalise your licence purchase.

   After your payment is submitted, you will receive a confirmation email containing the Provider log in information for the license purchased. Now log in to "Provider Log In" pages of the site to generate the Access Keys that you can send to others for joining your sessions.
7. You will receive an automated email acknowledging your Licence registration. Now read Steps 3 to 7 the *Quick Start Guide for Providers* from the website Help section.